

**STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
9800 Goethe Road - P. O. Box 269101
Sacramento, California 95826-9101**

CAAG-SP

11 February 2010

MEMORANDUM FOR See Distribution

SUBJECT: State Active Duty (SAD) Vacancy Announcement 2010-13 – Expires 25 February 2010

1. The Military Department is accepting applications for the temporary State Active Duty position indicated below. This position is a temporary backfill up to 30 September 2010 for a service member currently serving on Federal Active Duty. The period of employment may be curtailed earlier in the event the incumbent returns sooner than 30 September 2010. A temporary appointment is greater than 30 days and provides full benefit status for the appointee and his/her beneficiaries. Continuation and subsequent extension of service of the selected applicant will be determined by the individual's performance of duty, continuation of funding, and position availability. *The service member selected for this position will be paid at their federal or California State Military Reserve pay grade, not to exceed O-3.* This vacancy announcement will expire on 25 February 2010 unless sooner rescinded.

2. This announcement has minimum requirements. Failure to comply with these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to the suggested checklist at the end of this announcement.

a. Title and Pay Grade:	Shift Battle Captain (SAD O-3)
b. Employment Location:	JFHQ, Sacramento, CA
c. Projected Employment Date:	8 March 2010
d. Selecting Supervisor:	J-33 Operations Branch Chief

3. The basic qualification requirements are:

a. Military: Members of the active or retired California National Guard or active members of the California State Military Reserve in the grades of O-2 through O-4 may apply.

b. Education/Experience: Completion of military educational requirements commensurate with the grade of the applicant is required.

c. Military Assignments: Assignments appropriate to the grade of the applicant.

d. Communication Skills: Must possess excellent written and verbal communication skills and have the ability to communicate effectively with individuals at all levels in both civilian and military organizations.

e. Must possess leadership skills to motivate subordinates to perform as an effective workgroup team, achieving superior performance levels in attainment of Military Department objectives.

f. Must possess strong administrative management skills and the ability to make timely, well-considered decisions; able to exercise independent judgment and use initiative in organization and supervision.

g. Must have a thorough knowledge of the organizational structure of the California Army and Air National Guard.

CAAG-SP

SUBJECT: State Active Duty (SAD) Vacancy Announcement 2010-13 – Expires 25 February 2010

- h. Must be able to pass both a State and Federal background check and possess, or be able to obtain, a minimum Secret level security clearance.
- i. Must possess computer skills with Microsoft Office suite of applications in include Word, Excel and Power Point.
- j. Applicant must meet and maintain physical fitness height/weight requirements in accordance with published standards. ***Attach a copy of your military component's verification of these requirements.*** If a current member of the California State Military Reserve or a Retired California National Guard service member, complete and sign our height, weight and military appearance verification form available at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> that indicates your current medical fitness.
- k. Appropriate military uniform with federally recognized, or CSMR recognized, rank and will be worn in accordance with military regulation.

4. Desirable qualification include:

Thorough knowledge of the organizational structure of the California Army and Air National Guard.

5. Principle duty functions:

Under the supervision of the Current Operations Officer (J33) the incumbent is expected to exercise a high degree of independent judgment and discretion. The Shift Battle Captain manages a minimum of two additional shift personnel in the JFHQ Joint Operations Center (JOC) during normal readiness condition staffing and manages increased levels of shift personnel during escalated readiness conditions and emergency operations.

- a. Responsible for maintaining continual situational awareness and the Common Operational Picture to include availability, location, and status of forces and the current threat (natural or man-made).
- b. Determines the potential impact of the information, event, or incident and disseminates accurate information to key leadership, staff, and key military and government partners as required.
- c. Responsible for maintaining the up to date status of ongoing daily operational missions, receiving and processing scheduled daily reports from deployed and operating units. Directs the preparation of the daily situational summary and analysis that impacts current and potential operations, provides recommended JOC and CNG actions to mitigate the threat to public safety.
- d. Reviews, processes, and tracks all Serious Incident Reports (SIRs) reported daily to the JOC.
- e. Directs the SIRs to determine and process Commander's Critical Information Requirements (CCIRs) and, as required, prepares reports and recommends courses of action to the Command staff.
- f. Reviews the Mission Request Tasker (MRT), initiates initial mission analysis, consults with department staff and directors as appropriate, and provides direction to the NCOIC to begin incident tracking.
- g. Reviews and directs action for all Requests for Information (RFI) and/or Requests for Action (RFA) arriving in the JOC through the Joint Information Exchange Environment (JIEE) or other means.
- h. Develops and manages the shift training plan in accordance with the J33 Operations Officer's intent and guidance.
- i. Responsible for ensuring the currency, relevancy, and accuracy of all information databases around the clock to allow Military Department and civilian senior leadership the necessary information to plan and execute operations during an actual or potential emergency response.

CAAG-SP

SUBJECT: State Active Duty (SAD) Vacancy Announcement 2010-13 – Expires 25 February 2010

j. Reviews and directs the processing of mission requests for military support by the Governor's Office of Emergency Services. Conducts initial coordination and planning for civil support operations, serving as the Department's initial envoy with civilian authorities and subordinate elements during disasters and emergencies.

k. Supervises JOC shift personnel and ensures continual situational awareness and the Common Operational Picture of the command to include availability, location, and status of forces and current threat. Analyzes the potential impact of the information, event, or incident and disseminates accurate information to key leadership to allow them to make immediate decisions and take necessary actions to utilize capabilities to save lives and ensure the public safety during an emergency or disaster.

l. Performs other duties as assigned.

6. The individual selected for this position may be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify such as Service Assistance Programs, Group Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.

7. Reimbursement for moving expenses *will not* be paid.

8. Interested applicants must submit a completed OTAG Form 900-8 (SAD Appointment Application), and all requested supporting documentation, to Joint Force Headquarters, Director of State Personnel Programs, ATTN: CAAG-SP, Box #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAAG-SP website at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> or by contacting Ms. Cheryl Arbaugh at (916) 854-3311 or DSN 466-3311. **Original applications must be received in the State Personnel office no later than the close of business on 25 February 2010. Applications will not be accepted via fax or email.**

FOR THE ADJUTANT GENERAL:

Jeffrey W. Magram (11 Feb 10)
JEFFREY W. MAGRAM
Lieutenant Colonel, CA ANG
Director, State Personnel Programs

The following is a checklist to assist with submission of a complete and accurate application.

Have you completed and signed your application form?	
Have you attached a copy of your height, weight & physical test verifications?	